EMPLOYMENT OPPORTUNITY

Emergency Medical Services Authority

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE	3. POSITION NUMBER	4. TENURE	5. TIME BASE	6. CBID
Staff Services Manager II (Specialist)	312-800-4801-901	LIMITED TERM -24 Months	Full Time	S01

7. OFFICE OF	9. LOCATION *(CITY or COUNTY)*	13. MONTHLY SALARY
Emergency Medical Services Authority	**Rancho Cordova**	

8. SEND APPLICATION TO:	10. WORKING HOURS	
EMS Authority	**MON - FRI, DAYS - 8 am - 5 pm - Flexible**	**$5,688.00**
10901 Gold Center Drive, Suite 400	11. PUBLIC PHONE NUMBER	**TO**
Rancho Cordova, CA 95670	**(916) 322-4336**	**$7,068.00**
Attention: Wendy Schmidt	12. CALNET NUMBER	14. FILE BY **5/14/15**

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled**.**

ESSENTIAL FUNCTIONS: Under direction of the Chief Deputy Director the Staff Services Manager (SSM) II (Managerial) has program oversight of the EMS Health Information Exchange (HIE) Program. The HIE Program is critical in the Emergency Medical Services Authority's (EMSA) basic mission and affects the entire EMS system in California.

The incumbent has independent project responsibility and a high level of decision-making authority for integration of Health Information Exchange (HIE) and healthcare. HIE is critical to the department's mission of ensuring quality patient care by administering an effective statewide system of coordinated emergency medical care. Using program coordination skills/tools, the incumbent will make decisions that have significant influence on program, policy, and fiscal impacts. The incumbent must have demonstrated expertise of the prehospital EMS system in California: to include patient care documentation, EMS transportation, local EMS agency systems, data systems and the relationship to EMS. The capability of HIE and electronic patient care record (ePCR) bi-directional communication between emergency medical transport providers and hospitals is a newer concept in EMS that has potential to be controversial with EMS system stakeholders. The incumbent must have a high level of interpersonal skills and the ability to facilitate sensitive conversations with EMS system stakeholders to include provider agencies, local EMS agencies, and hospital and health information exchange organizations.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS

• Knowledge of and/or experience in emergency medical services, nursing, paramedic, EMT, public health administration, and/or other health/medical background.
• Knowledge of and/or experience in disaster planning.
• Strong written, analytical, interpersonal and oral communications skills.
• Ability to act with flexibility and tact.
• Work well as part of a team and independently as necessary.
• Build good working relationships with constituents, colleagues, and consultants.

INTERPERSONAL SKILLS

• Work well as part of a team and independently as necessary.
• Build good working relationships with constituents, colleagues, and consultants.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. SROA or Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility). The application must be postmarked by the final file date.

APPLICATIONS SUBMITTED VIA E-MAIL OR FACSIMILE WILL NOT BE ACCEPTED.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Administration
Attn: Wendy Schmidt
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670

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